



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-560
Position Title: Supervisory Printing Plant Worker
Series and Grade: KA-6907-00
Salary Range: \$27.78 Per Hour
Promotion Potential: None
Opening Date: 04/25/08
Closing Date: 05/09/08
Location of Position: Plant Operations, QC & IMD, Supply Chain Management Division
Transportation and Logistics Branch, Shipping and Baling Section
Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 a.m. – 4:00 p.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

The incumbent of this position serves as the Front-Line Supervisor, responsible for directing the activities of personnel within the Section engaged in the accumulation, weighing, warehousing and distribution of bulk and less-than-bulk materials and supplies, property disposal, hazardous waste, and secured or sensitive and non-sensitive work, providing logistical support to meet production needs. The incumbent works under the general supervision of the Chief, Transportation and Logistics Branch who outlines the policy and initiates broad work assignments. The incumbent is responsible for the performance of a wide variety of administrative and supervisory personnel functions such as scheduling and approving leave requests, setting performance standards in order to monitor and evaluate employees' performance, and assigning and reassigning personnel within the section on the basis of capability and workflow changes. Responsible for planning work schedules, establishing deadlines and priorities and determining the number and type of employees needed and the availability of materials and equipment required to meet Section deadlines and enforcing all security and safety regulations. Responsible for explaining work requirements, methods and procedures and defining the standards of quality and quantity to be met and makes changes to assignments, methods, procedures, and work in progress that will accomplish work more effectively and reduce costs. Responsible for maintaining production reports and records. Counsels employees and attempts to alleviate employee grievances or work dissatisfactions, and cautions employees about work deficiencies and takes corrective actions. Makes recommendations for personnel actions such as promotions, reassignments, demotions, etc. and recommends employees for awards. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to supervise the work of others.*** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Supervisory Printing Plant Worker. These duties require the ability to plan and organize work assignments and knowledge of storing and shipping of materials and equipment in a warehouse environment.

NOTE 1: Selectee may be subject to serving a supervisory probationary period of 1 year as prescribed by GPO Instruction 610.9A.

NOTE 2: Selectee must obtain and maintain a valid license to operate powered fork trucks in order to continue in this position.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to supervise the work of others. (**SCREEN OUT ELEMENT**)
2. Ability to manage the receipt, storage, and distribution of materials.
3. Skill in the operation of a powered forklift and clamp truck.
4. Knowledge of the auto-baler system.
5. Ability to communicate both orally and in writing.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Employee Services Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the job elements listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Operations
TYREA M. MITCHELL
Phone: (202) 512-1237
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.